



United Nations Educational, Scientific and Cultural Organization

Director, IOS-001 (D-2) Internal Oversight Service

This is a key management post whose incumbent will assist the Director-General in assessing the adequacy of current policies, procedures and management practices through a systematic review of UNESCO's operations, ultimately ensuring that human and financial resources are used efficiently and cost-effectively.

Main responsibilities

Reporting to the Director-General, the Director of IOS:

- Provides intellectual and organizational leadership and strategic guidance to UNESCO's internal audit function, to evaluation with a view to assessing the relevance and effectiveness of programmes, advisory services and investigation function, as well as in directing and managing the IOS team.
- Promotes the efficient, effective and ethical use of UNESCO's resources in accordance with policies and decisions of the Governing Bodies and the Director-

General and contributes to continuous improvement in organizational performance.

- Provides the Director-General and management throughout the Organization with analysis, recommendations, counsel and information on the activities reviewed.
- Provides assurance that risk management processes are operating effectively and that major risks are being managed to an acceptable level.

Qualifications and experience

- Advanced university degree in accounting, auditing, public administration, financial analysis and investigations, law, economics, development studies or related fields; and an internationally recognized professional accounting, auditing or related qualification (CA, FCCA, CPA, CIA, CISA, CFE).
- At least 15 years experience and demonstrated technical competence in audit, evaluation, investigations, oversight or other directly relevant experience at the international level.
- Sound knowledge of leadership and general management practices and techniques, including results based management principles, governance and accountability, use of information and communications technology, and techniques of quality assurance and risk management.

- Skills and knowledge should include an extensive understanding of global financial and operational risk, international auditing standards and international public sector accounting standards (IPSAS).
- Commitment to the highest professional and ethical standards coupled with excellent interpersonal skills including an innovative and pragmatic approach to create solutions, and the ability to manage relationships at all levels of the organization.
- Knowledge of UNESCO's strategic direction and familiarity with the substance of UNESCO's business would be an asset. Audit and evaluation experience with the United Nations and/or a multilateral or bilateral aid organization would also be an asset.

Competencies

The successful candidate should be able to demonstrate the following competencies:

- Commitment to the organization's mandate, vision and strategic direction.
- Leadership: Human capital, institutional, and high sense of objectivity and integrity.

- Teamwork: Strong interpersonal skills and ability to build trust and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Sound judgment and decision-making skills.
- Excellent communication and presentation skills, with strong representational abilities.

Languages

Excellent command of written and spoken English or French, with excellent drafting ability in one of these languages and a good command of the other language.

Terms and conditions

The post is at grade D-2 common to the United Nations system, with a salary composed of base salary and post adjustment, which, at the present dollar exchange rate, totals approximately US \$176,500 (with dependants) or \$162,200 (without dependants) per annum, exempt from taxation. In addition,

UNESCO offers an attractive benefit package, including annual leave of 30 working days, home travel, education grant for dependent children, pension plan and medical insurance. Please note that UNESCO is a non-smoking Organization.

How to apply

Candidates wishing to apply for this post should do so through the following website: <http://www.unesco.org/employment>

Candidates without easy access to the Internet may, exceptionally, apply by mail, by sending a full curriculum vitae in English or French, preferably on the official UNESCO curriculum vitae form, mentioning their nationality, date of birth and gender, to:

Chief, Recruitment and Staffing Section, Bureau of Human Resources Management,
UNESCO, 7 Place de Fontenay, 75352 Paris 07 SP, France.

An assessment centre may be used in the recruitment process for this post.

Applications should reach UNESCO **before 7 February 2008**. Please quote post number "IOS-001".

THERE IS NO APPLICATION, PROCESSING OR OTHER FEE AT THIS OR AT ANY STAGE OF THE PROCESS.

Applications from qualified women candidates are encouraged, as are applications from under- or non-represented Member States